

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Administration on Children, Youth, and Families; Family and Youth Services Bureau

Funding Opportunity Title: Basic Center Program

Announcement Type: Grant

Funding Opportunity Number: HHS-2006-ACF-ACYF-CY-0063

CFDA Number: 93.623

Due Date for Applications: **03/28/2006**

Executive Summary:

The Family and Youth Services Bureau (FYSB) is accepting applications for the Basic Center Program (BCP). BCP is one of the programs authorized under Part A of the Runaway and Homeless Youth (RHY) Act of 1974 to address runaway and homeless youth problems. BCPs provide an alternative to involving RHY in the law enforcement, child welfare, mental health, and juvenile justice systems. Each program must provide a safe and appropriate shelter, and individual, family, and group counseling, as appropriate. Optional services that programs may provide are:

- Street-based services;
- Home-based services for families with youth at risk of separation from the family;
- Drug abuse education and prevention services; and
- At the request of RHY, testing for sexually transmitted diseases.

Each BCP is required to provide to RHY: temporary shelter for up to fifteen days including room and board; individual, group and family counseling (as appropriate); and aftercare and referrals (as appropriate). Some programs also provide some or all of their services through *host homes* (usually private homes under contract to the centers) with counseling and referrals being provided. BCPs shelter youth through 18 years of age.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

A. Authorizing Legislation

Grants for Runaway and Homeless Youth programs are authorized by the Runaway and Homeless Youth Act (Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), as amended by the Runaway, Homeless, and Missing Children Protection Act of 2003, Public Law (P.L.) 108-96. Text of the 2003 amended legislation may be found at <http://www.acf.hhs.gov/programs/fysb> (click on Grants Programs, then click on the link for "Missing, Exploited, and Runaway Children Protection Act").

B. Program Background, Purpose and Scope of Services

In the early 1970s, there were an alarming number of youth leaving home without parental permission, crossing State lines and, while away from home, were exposed to exploitation and other dangers of street life. In response to the widespread concern about the problem of runaway and homeless youth, Congress created a system of financial support for States through a competitive grant program as authorized by the Runaway and Homeless Youth (RHY) Act of 1974. The implementation and administration of the program was placed in the Family and Youth Services Bureau (FYSB) within the Department of Health and Human Services (HHS).

The Basic Center Program (BCP) was one of the grant programs authorized under Part A of the RHY Act of 1974 to address the RHY problems. The overall purpose of BCP is to provide a system of care for young runaways outside the traditional child welfare, mental health, law enforcement, or juvenile justice systems. Each program must provide a safe and appropriate shelter, and individual, family, and group counseling as appropriate. Optional services that programs may provide are:

- Street-based services;
- Home-based services for families with youth at risk of separation from the family;
- Drug abuse education and prevention services; and
- At the request of RHY, testing for sexually transmitted diseases.

While each Basic Center is slightly different, each BCP is required to provide outreach to RHY; temporary shelter for up to fifteen (15) days, including room and board; individual, group and family counseling (as appropriate); and aftercare and referrals (as appropriate). Some programs also provide some or all of their shelter services through host homes (usually private homes under contract to the centers) with counseling and referrals being provided. BCPs shelter youth through 18 years of age.

In Fiscal Year (FY) 2005, a total of \$43.8 million was available for the program, which allowed FYSB to fund 345 Basic Centers.

C. Positive Youth Development

The Family and Youth Services Bureau has worked to promote *a positive youth development* (PYD) framework for all of its funded grant programs (including BCPs) and activities.

Therefore, applicants are encouraged, to the extent possible, to develop their project descriptions with the PYD framework in mind as discussed below.

The PYD approach is predicated on the understanding that all young people need support, guidance and opportunities during adolescence, a time of rapid growth and change. With this support, they can develop self-assurance and create a healthy, successful life. Key elements of PYD are:

- Healthy messages to adolescents about their bodies, their behaviors and their interactions;
- Safe and structured places for teens to study, recreate and socialize;
- Strengthened relationships with adult role models, such as parents, mentors, coaches or community leaders;
- Skill development in literacy, competence, work readiness and social skills; and
- Opportunities to serve others and build self-esteem.

If these factors are being addressed, young people can become not just "problem-free" but "fully-prepared" and constructively engaged in their communities and society.

These key elements result in the following outcomes:

- Increased opportunities and avenues for the positive use of time;
- Increased opportunities for positive self-expression; and
- Increased opportunities for youth participation and civic engagement.

It is FYSB's hope and expectation that awareness of this PYD approach and its importance for serving youth will increase. The FYSB publications, *Understanding Youth Development: Promoting Positive Pathways of Growth* (<http://www.ncfy.com/pubs/undyouth.htm>) and *Reconnecting Youth and Community: A Youth Development Approach* (<http://www.ncfy.com/Reconnec.htm>) are widely distributed as a source document for PYD concepts and applications. These publications are available online from the FYSB National Clearinghouse on Families and Youth (NCFY) at <http://www.ncfy.com> or by phone at (301-608-8098). Additionally, a recent Statement of Principles for Positive Youth Development, endorsed by a broad range of agencies, institutions and organizations, may be found in the brochure: *Toward A Blueprint For Youth: Making Positive Youth Development A National Priority*. Multiple copies of this resource are available from NCFY or it can be found online at <http://www.acf.hhs.gov/programs/fysb/youthdev.htm>.

D. Measuring Program Success

National legislation and the oversight authority of the Office of Management and Budget (OMB) in the Executive Office of the President require FYSB and other Federal agencies to set measurable goals and work toward achieving them, reporting progress annually in the President's Budget.

Under these requirements, for many years FYSB has been measuring and evaluating the RHY programs to ensure that youth are being served appropriately and safely.

FYSB is committed to the following goal: By FY 2009, ensure that at least 95 percent of youth served in the RHY programs enter safe and appropriate settings after exiting ACF-funded RHY services.

This goal expresses a key objective of FYSB's governing statute, the RHY Act, which is to provide temporary shelter and services for runaway, homeless, and street youth and ensure the safe return of such youth to their homes or their placement into other appropriate alternative living arrangements according to the best interests of the youth.

The RHY Act also requires that grantees in the RHY programs "develop an adequate plan for providing counseling and aftercare services to such youth, for encouraging the involvement of their parents or legal guardians in counseling, and for ensuring, as possible, that aftercare services will be provided to those youth who are returned beyond the State in which the runaway and homeless youth center is located."

To measure progress towards this goal, FYSB uses the Runaway and Homeless Youth Management Information System (RHYMIS) to track different exit situations from local BCP and other RHY programs, including family reunification, residential placements and programs such as Job Corps, entry into educational institutions or military service, and independent living situations, such as an apartment or group home.

Outcome examples on this safety measure include:

- A written transitional, aftercare or follow-up plan that the youth has helped develop and agrees to;
- Advice about and/or referral to appropriate mainstream assistance programs;
- Placement in appropriate, permanent, stable housing (not a shelter) or residency accommodations;
- Exit counseling, including, at minimum, a discussion between staff and the youth of exit options, resources, and destinations appropriate for his/her well-being and continued progress;
- Mentoring of youth during and/or after their term of services.

E. Definitions

Definitions may be found at Section 387 of the RHY Act, as amended.

HOMELESS YOUTH - The term "homeless youth" means an individual who is not more than 21 years of age, or in the case of a youth seeking shelter in a center under Part A of the RHY Act, not more than 18 years of age, and for the purposes of Part B not less than 16 years of age; for whom it is not possible to live in a safe environment with a relative; and who has no other safe alternative living arrangement.

STREET YOUTH - The term "street youth" means an individual who is a runaway youth; or indefinitely or intermittently a homeless youth; and spends a significant amount of time on the street or in other areas that increase the risk to such youth for sexual abuse, sexual exploitation, prostitution, or drug abuse.

YOUTH AT RISK OF SEPARATION FROM THE FAMILY - The term "youth at risk of separation from the family" means an individual who is less than 18 years of age; and who has a history of running away from the family of such individual whose parent, guardian, or custodian is not willing to provide for the basic needs of such individual; or who is at risk of entering the child welfare system or juvenile justice system as a result of the lack of services available to the family to meet such needs.

DRUG ABUSE EDUCATION AND PREVENTION SERVICES - The term "drug abuse education and prevention services" means services to runaway and homeless youth to prevent or reduce the illicit use of drugs by such youth; and may include individual, family, group, and peer counseling; drop-in services; assistance to RHY in rural areas (including the development of community support groups); information and training relating to the illicit use of drugs by RHY, to individuals involved in providing services to such youth; and activities to improve the availability of local drug abuse prevention services to RHY.

HOME-BASED SERVICES - The term "home-based services" means services provided to youth and their families for the purpose of preventing such youth from running away, or otherwise becoming separated, from their families; assisting runaway youth to return to their families; and includes services that are provided in the residences of families (to the extent practicable), including intensive individual and family counseling; and training relating to life skills and parenting.

STREET-BASED SERVICES - The term "street-based services" means services provided to RHY and street youth in areas where they congregate. These services are designed to assist such youth in making healthy personal choices regarding where they live and how they behave; and may include identification of and outreach to RHY, and street youth; crisis intervention and counseling; information and referral for housing; information and referral for transitional living and health care services; advocacy, education, and prevention services related to alcohol and drug abuse; sexual exploitation; sexually transmitted diseases, including human immunodeficiency virus (HIV); and physical and sexual assault.

TRANSITIONAL LIVING YOUTH PROJECT - The term "transitional living youth project" means a project that provides shelter and services designed to promote a transition to self-sufficient living and to prevent long-term dependency on social services.

LOCALITY - The term "locality" refers to a unit of general government. For example, a "locality" may be a city, county, township, town, parish, village, or a combination of such units. Additionally, Federally recognized Indian Tribes are eligible to apply for grants as local units of government.

AFTERCARE SERVICES - The term "aftercare services" means the provision of services to runaway or otherwise homeless youth and their families subsequent to the youth's return home or

the youth's placement in alternative living arrangements, which assist in alleviating the problems that contributed to his or her running away or being homeless.

AREA - The term "area" means a specific neighborhood or section of the locality in which the RHY project is or will be located.

COORDINATED NETWORKS OF AGENCIES - The term "coordinated networks of agencies" means an association of two or more private agencies, whose purpose is to develop or strengthen services to runaway or otherwise homeless youth and their families.

COUNSELING SERVICES - The term "counseling services" means the provision of guidance, support, and advice to runaway or otherwise homeless youth and their families that is designed to alleviate the problems that contributed to the youth's running away or being homeless, resolve intra-family problems, to reunite such youth with their families, whenever appropriate, and to help them decide upon a future course of action.

DEMONSTRABLY FREQUENTED BY OR REACHABLE - The term "demonstrably frequented by" or "reachable" means located in an area in which runaway or otherwise homeless youth congregate, or an area accessible to such youth by public transportation, or by the provision of transportation by the RHY project itself.

JUVENILE JUSTICE SYSTEM - The term "juvenile justice system" means agencies such as, but not limited to, juvenile courts, law enforcement, probation, parole, correctional institutions, training schools, and detention facilities.

LAW ENFORCEMENT STRUCTURE - The term "law enforcement structure" means any police activity or agency with legal responsibility for enforcing a criminal code including police departments and sheriffs' offices.

A LOCALITY - A unit of general government--for example, a city, county, township, town, parish, village, or a combination of such units. Federally recognized Indian Tribes are eligible to apply for grants as local units of government.

RUNAWAY AND HOMELESS YOUTH PROJECT - The term "runaway and homeless youth project" means a locally controlled human service program facility outside the law enforcement structure and the juvenile justice system that provides temporary shelter, directly or through other facilities, counseling, and aftercare services to runaway or otherwise homeless youth.

RUNAWAY YOUTH - The term "runaway youth" means a person under 18 years of age who absents himself or herself from home, or place of legal residence, without the permission of his or her family.

SHORT-TERM TRAINING - The term "short-term training" means the provision of local, State, or regionally-based instruction to runaway or otherwise homeless youth service providers in skill areas that will directly strengthen service delivery.

STATE - The term "State" includes any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, and any territory or possession of the United States.

TECHNICAL ASSISTANCE - The term "technical assistance" means the provision of expertise or support for the purpose of strengthening the capabilities of grantee organizations to deliver services.

TEMPORARY SHELTER - The term "temporary shelter" means the provision of short-term (maximum of 15 days) room and board and core crisis intervention services, on a 24-hour basis, by a RHY project.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$14,505,009
Anticipated Number of Awards:	114
Ceiling on Amount of Individual Awards:	\$200,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$127,000 per budget period
Length of Project Periods:	36-month project with three 12-month budget periods

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- County governments
- City or township governments
- Special district governments
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)

- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Public and non-profit private entities and coordinated networks of such entities are eligible applicants under this announcement.

Current BCP grantees with project periods ending on or before September 29, 2006, and all other eligible applicants not currently receiving BCP funds may apply for a new competitive Basic Center grant under this announcement.

Current BCP grantees (including sub-grantees) with one or two years remaining in their project period *may not apply* for a new Basic Center grant for the community they currently serve. These grantees will receive instructions from their respective Administration for Children and Families (ACF) Runaway and Homeless Youth (RHY) Regional Office contacts on the procedures for applying for *noncompetitive continuation grants*. Current grantees that have questions regarding their eligibility to apply for new funds should consult with the appropriate Regional Office Youth Contact to determine if they are eligible to apply for a new grant award.

The funds available for new awards and continuations in each State and insular area are listed below in the Basic Center Program Table of Allocations by State. In this Table, the amounts shown in the "New Awards" column are the amounts available for competition under this announcement. The dollar amount available for awards in each State depends on the amount of the State's total allotment (based on the State's relative population of individuals who are less than 18 years of age) minus the amount required for non-competing continuations. Therefore, where the amount required for non-competing continuations in any State equals or exceeds the State's total allotment, it is possible that no new awards will be made in the State. However, agencies in States where zero (\$0) funding is reflected on the BCP Table of Allocation are highly encouraged to apply for grant funding in the event that additional funding becomes available.

All applicants under this competitive grant area will compete with other eligible applicants in the State in which they propose to deliver services.

BASIC CENTER PROGRAM FISCAL YEAR 2006 ALLOCATION BY STATE

	<u>Continuations</u>	<u>New Awards</u>	<u>Totals</u>
<u>Region I</u>			
Connecticut	505,450	12,211	517,661
Maine	200,000	0	200,000
Massachusetts	820,892	132,524	953,416
New Hampshire	190,923	0	190,923
Rhode Island	0	156,253	156,253
Vermont	100,000	0	100,000
Region I Total	1,817,265	300,988	2,118,253

<u>Region II</u>			
New Jersey	350,000	912,484	1,262,484
New York	2,450,323	393,640	2,843,963
Puerto Rico	0	563,141	563,141
Virgin Islands	0	45,000	45,000
Region II Total	2,800,323	1,914,265	4,714,588

<u>Region III</u>			
Delaware	80,744	19,256	100,000
District of Columbia	62,500	37,500	100,000
Maryland	200,000	604, 570	804,570
Pennsylvania	1,008,817	808,983	1,817,800
Virginia	860,329	232,372	1,092,701
West Virginia	116,254	149,335	265,589
Region III Total	2,328,644	1,852,016	4,180,660

Region IV

Alabama	338,305	323,141	661,446
Florida	1,914,707	601,427	2,516,134
Georgia	957,681	325,829	1,283,510
Kentucky	200,000	402,592	602,592
Mississippi	0	418,346	418,346
North Carolina	651,943	584,085	1,236,028
South Carolina	462,775	150,259	613,034
Tennessee	613,636	248,994	862,630
Region IV Total	5,139,047	3,054,673	8,193,720

Region V

Illinois	1,453,995	417,447	1,871,442
Indiana	1,008,153	0	1,008,153
Michigan	1,159,924	330,931	1,490,855
Minnesota	684,802	65,907	750,709
Ohio	894,000	787,453	1,681,453
Wisconsin	590,582	217,864	808,446
Region V Total	5,791,456	1,819,602	7,611,058

Region VI

Arkansas	111,000	287,371	398,371
Louisiana	244,059	414,527	658,586
New Mexico	181,879	94,585	276,464
Oklahoma	455,840	64,742	520,582
Texas	2,636,345	637,182	3,273,527
Region VI Total	3,629,123	1,498,407	5,127,530

Region VII

Iowa	391,697	44,982	436,679
Kansas	362,893	41,085	403,978
Missouri	373,000	464,037	837,037
Nebraska	188,338	68,630	256,968
Region VII Total	1,315,928	618,734	1,934,662

Region VIII

Colorado	433,288	237,643	670,931
Montana	144,106	0	144,106
North Dakota	102,485	0	102,485
South Dakota	0	110,973	110,973
Utah	115,000	229,126	344,126
Wyoming	118,000	0	118,000
Region VIII Total	912,879	577,742	1,490,621

Region IX

American Samoa	45,000	0	45,000
Arizona	504,661	300,518	805,179
California	3,746,825	1,465,497	5,212,322
Guam	45,000	0	45,000
Hawaii	0	182,598	182,598
Northern Marianas		45,000	45,000
Nevada	123,832	204,485	328,317
Region IX Total	4,465,318	2,198,098	6,663,416

Region X

Alaska	224,000	0	224,000
Idaho	224,955	0	224,955

Oregon	235,400	286,973	522,373
Washington	518,953	383,511	902,464
Region X Total	1,203,308	670,484	1,873,792
 FY 2006 BCP TOTAL	 29,403,291	 14,505,009	 43,908,300

NOTE: Agencies in States where zero funding is reflected on the BCP Table of Allocations are highly encouraged to apply for grant funding in case additional funds become available.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with P.L. 108-96 -- 83(a). Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved cost of \$666,670, requesting \$600,000 (based on an award of \$200,000 per budget period) in ACF funds, must provide a non-Federal share of at least \$66,667 (10 percent of total approved project cost of \$666,670.) In order to calculate the minimum non-Federal share (10 percent) applicants should divide the requested Federal share by 90 percent. Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal funds. Lack of supporting documentation at the time of application will not impact the responsiveness of the application for competitive review.

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

ACYF Operations Center
c/o The Dixon Group
Attn: Basic Center Program Funding
118 Q Street, NE
Washington, DC 20002-2132

Phone: 866-796-1591
Email: fysb@dixongroup.com

2. Content and Form of Application Submission:

Each application package must include the original and two copies. Do not staple the application or any section of the application.

The length of the entire application package must not exceed 80 pages. This includes the required Federal Standard Forms (SF)/certifications (SF-424, SF-424A, SF-424B and SF-LLL), table of contents, project summary, project description, budget/budget justification, supplemental documentation, proof of non-profit status, summaries of sub-grants and contracts, and letters of support or agreement. All pages of the application package must be sequentially numbered beginning with page one. The required Federal forms will be counted towards the total number of pages. All pages of each application will be counted to determine the total length. All pages exceeding the **80-page limit** will be removed and will not be considered in the reviewing process. A cover letter is not required. Applicants are reminded that if a cover letter is submitted, it will count towards the 80-page limit.

The project description must be typed and double-spaced on a single-side of 8 1/2 x 11 inch plain white paper with at least 1/2 inch margins on all sides, using black print with 12-pitch size Times New Roman font. For charts, budget tables, supplemental letters, and support documents, applicants may use a different pitch size and font but no less than 10-pitch size and single-spaced.

Additional Application Guidance - If more than one agency is involved in submitting a single application, one entity must be identified as the applicant organization that will have legal responsibility for the grant. Follow the additional guidance below to complete the SF-424:

- Item 6: Ensure the accuracy of Employer Identification Number (EIN). This number is provided to an organization by the Internal Revenue Service (IRS).
- Item 10: clearly state the Catalog of Federal Domestic Assistance (CFDA) number (**93.623**) and title of the program (**Basic Center Program**).
- Item 13: Proposed Project Start Date is 09/30/2006; End Date is 09/29/2009.
- Item 14: Include the Congressional District where the applicant is located in 14a and other district(s) affected by the project in 14b. An applicant may ensure the accuracy of its district(s) via the following website address: <http://www.house.gov/writerep/> . Once in the site: select your State, enter your zip code (including the 4-digit zip code extension), and then click "contact my representative". This will take you to a page where the correct Congressional District is listed.
- Item 15: The Estimated Funding should reflect **only** the budgeted amount for a 12-month budget period. Assume that if the application is awarded a grant in this cycle that future funding based on non-competitive continuation grants will remain at this level based on the availability of funds.

Table of Contents - Should reference the order of the application sections and provide page numbers.

One Page Project Summary/Abstract - An abstract should describe the project and reference the funding request. Clearly mark this page with the applicant name as shown on item 5 of the SF-424 and the services area as shown in item 12 of the SF-424. Also, include the applicant's telephone number and E-mail address. The summary description is limited to one page and can be single or double-spaced. Care should be taken to produce a summary which accurately and concisely reflects the proposed project. The summary should describe the goals and objectives and the results and benefits expected.

Project Description - Should provide a broad overview of the project and of what the project intends to achieve; address each of the categories in *Section V.1*; be structured in a manner that addresses each of the evaluation criteria (Objectives and Need for Assistance, Results and Benefits, Approach, Staff and Position Data, Organizational Profiles, and Budget and Budget Justification); and respond to the evaluation criteria in *Section V.1*.

Budget and Budget Justification - The line-item budget must be in a worksheet, table, or spreadsheet format and should reflect a 12-month budget period. Each category heading within the line-item budget should correspond with the budget categories listed in Section B of the SF-424A. The budget justification should include a description of each line item within the category and the calculations derived. The budget justification must be in a narrative format. The budget justification must provide a rationale for the items requested and how these items relate to the overall success of the project.

Proof of Non-Profit Status - See *Section III.3* for acceptable documentation that must be submitted by date of award.

Summary of Sub-grants/Contracts - A summary of a monetary sub-grant and/or contract must be provided as part of the application package. The summary must include a description of the project services that will be completed through the sub-grant or contract using Federal funds.

Letters of Agreement - Letters of agreement are required if the applicant is proposing to provide services that will be provided by a different agency or entity based on a non-monetary arrangement. The letter of agreement must enumerate the project services that will be completed under the agreement.

Letters of Support - Letters from community, public, and commercial leaders and organizations that support funding for the proposed project.

Non-Federal Resources Commitment Letters - Letters from organizations, entities, or individuals agreeing to provide non-Federal resources (cash or in-kind) to the project.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as a part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Applicants seeking to provide drug abuse education and prevention services must also understand that they will be held accountable for conducting outreach activities for RHY (See 42 U.S.C. 5712(e)(2)). By signing and submitting the application, applicants are providing this certification and need not mail back a separate certification with the application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. *You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.***
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.

- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates *AND* times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 03/28/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date

referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due

			date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Letters of Support	See Section IV.2	Found in Section IV.2	By application due date.

Non-Federal Resources Commitment Letters	See Section IV.2	Found in Section IV.2	By application due date.
Letters of Agreement	See Section IV.2	Found in Section IV.2	No later than due date.
Summary of Sub-Grant and/or Contract	See Section IV.2	Found in Section IV.2	No later than due date.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North

Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Construction of a facility is not an allowable activity or expenditure under this program. However, it is permissible to use grant funds to renovate existing structures as described in program regulations at 45 CFR 1351.15.

No grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug (42 U.S.C. 5752), (See *Section VI.3 Special Terms and Conditions of Awards*.)

A minimum of \$100,000 will be allotted to each State, the District of Columbia and Puerto Rico. A minimum of \$45,000 will be awarded to each of the four insular areas: Guam, American Samoa, the Commonwealth of the Northern Mariana Islands and the Virgin Islands.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

ACYF Operations Center
c/o The Dixon Group
Attn: Basic Center Program Funding
118 Q Street, NE
Washington, DC 20002-2132

Hand Delivery

ACYF Operations Center
c/o The Dixon Group
Attn: Basic Center Program Funding
118 Q Street, NE
Washington, DC 20002-2132

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 20 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139 which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, the project description may cite measurable outcomes, including but not limited to, exit situations, such as the number of youth returning home for reunification with family or returning to a safe and appropriate living arrangement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An

applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition.

Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 35 points

- 1.** The extent to which the application describes how the Basic Center will operate programmatically and administratively and meet the needs of RHY and their families, providing the scope of services required by the authorizing RHY legislation and program administration requirements.
- 2.** The extent to which the application describes the delivery of counseling services to youth that encourages, to the extent possible, the involvement of parents or legal guardians in the counseling.
- 3.** The extent to which the application describes the delivery of aftercare services to youth and ensures that services will be provided to all youth, including those who are returned to a home or domicile that is beyond the State in which the RHYcenter is located.
- 4.** The extent to which the application states the expected or estimated ratio of staff to youth in a BCP center and explains how this ratio will be sufficient to ensure adequate supervision and treatment of youth accessing services.
- 5.** The extent to which the application describes plans for conducting an outreach program that will attract persons eligible to receive services (including, where applicable, members of ethnic, cultural, and racial minorities and/or persons with limited ability to speak English). As such, the application should describe the strategies and activities for encouraging awareness of and sensitivity to the diverse needs of RHY who are persons of low English proficiency, or represent particular ethnic and racial backgrounds.
- 6.** If the application proposes to serve a specific RHY population (e.g., single-sex programs, gay and lesbian youth, or a particular ethnic group, etc.) then the application will be evaluated on the extent to which the applicant describes plans for providing focused services to meet the special needs of this population and how the applicant will make referrals or otherwise provide for the needs of RHY who are not in the specific population the applicant will serve.
- 7.** The extent to which the application describes plans for ensuring coordination with schools to which RHY will return and for assisting the youth to stay current with the curricula of these schools. Specific information on how the applicant will work with the McKinney-Vento School District Liaison (as designated by the State Coordinator) to assure that RHY are provided information about the educational services available to such youth under 42 U.S.C. 11431 through 11435. A list of McKinney-Vento State Coordinators can be found at www.serve.org/nche/downloads/sccontact.pdf.
- 8.** The extent to which the application describes procedures for dealing with youth who have run away from foster care placements and from correctional institutions and must show that procedures are in accordance with Federal, State and local laws.
- 9.** The extent to which the application describes procedures for maintaining confidentiality of records on the youth and families served. Procedures must insure that no information on the

youth and families is disclosed without the consent of the individual youth, parent or legal guardian. Note: Disclosures without consent made to another agency compiling statistical records or to a government agency involved in the disposition of criminal charges against an individual youth may be permissible if individually identifiable information is not provided, and if such disclosures are consistent with applicable State, local, or other Federal laws.

10. If the applicant proposes to provide *optional home-based services*, then the application will be evaluated on the extent to which it provides a description of:

- the nature of counseling and information provided to youth and the families (including unrelated individuals in the family households) of such youth, including services relating to basic life skills, interpersonal skill building, educational advancement, job attainment skills, mental and physical health care, parenting skills, financial planning, and referral to sources of other needed services;
- how the center will provide directly, or through an arrangement made by the center, 7-day, 24-hour service to respond to family crises (including immediate access to temporary shelter for RHY and youth at risk of separation from the family);
- the objectives and measures of success to be achieved in partnership with the families of RHY and youth at risk of separation from the family, as a result of receiving home-based services;
- initial and ongoing training for staff who provide home-based services; and
- how caseloads will remain sufficiently low to allow for intensive involvement (i.e., 5 to 20 hours per week) with each family receiving such services and how staff providing such services will receive qualified supervision.

11. If the applicant proposes to provide *optional drug abuse education and prevention services*, then the application will be evaluated on the extent to which it provides a description of:

- the types of such services that the applicant proposes to provide;
- the objectives of such services;
- the types of information and training to be provided to individuals providing such services to RHY; and
- how outreach activities for RHY will be conducted.

12. If the applicant proposes to provide *optional street-based services*, then the application will be evaluated on the extent to which it provides a description of:

- staff supervision, including on-street supervision by appropriately trained staff;
- backup personnel for on-street staff;
- initial and ongoing training for staff who provide such services; and
- how *outreach activities* for RHY and street youth will be conducted.

RESULTS OR BENEFITS EXPECTED - 20 points

1. The extent to which the application describes specific and measurable program outcomes and a process for how they will be achieved.
2. The extent to which the application describes the anticipated changes in attitudes, values, and behavior of the youth served and improvements in individual and family functioning that will result from services provided.

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

1. The extent to which the application describes the goals and objectives of the proposed Basic Center project and how implementation will fulfill the purpose and provide the scope of services stated in Part A of the RHY legislation as described in the "Background, Purpose and Scope of Services" in *Section I*.
2. The extent to which the application describes the need for assistance by describing the general conditions of youth and families in the area to be served, and the estimated number and characteristics of RHY and their families in the vicinity. The extent to which the discussion includes matters of family functioning and the health, education, employment, and social conditions of the youth in the service area, including risk factors or behaviors such as drug use, school failure, and delinquency.
3. The extent to which the application describes the existing support systems for youth at risk of separation from the family and homeless youth in the area, with specific references to law enforcement, health and mental health care, social services, schools and child welfare. In addition, the extent to which the applicant identifies other agencies providing shelter and services to RHY in the area and gaps in service between such agencies. Supporting documentation of need from other community groups may be included.
4. The extent to which the application describes the area to be served, states the precise location(s) of program services, and demonstrates that the services will be located in an area that is frequented by and/or easily accessible by RHY.
5. The extent to which the application specifies the annual number of qualifying runaway and homeless youth (RHY) and their families expected to be directly served (i.e., sheltered and counseled) by the BCP. The extent to which the application provides the number of beds available for RHY. (This number is restricted to a minimum of 4 RHY youth and a maximum shelter capacity of 20 youth unless the applicant is required by State or local law or regulations to meet a higher maximum to comply with licensure requirements for child and youth serving facilities; proof is required for this exception.)

BUDGET AND BUDGET JUSTIFICATION - 10 points

1. The extent to which the application provides a detailed line-item budget and narrative budget justification for requested Federal and non-Federal funds to implement the full scope of services and related activities for the first year (12-months) of the project. The budget categories described, must be the same as the categories listed on the SF-424A, Section B: personnel, fringe benefits, travel, equipment, supplies, contractual, other, total direct charges, indirect charges, and total budget. The non-Federal share, as appropriate, must be reflected among the same categories in a separate column.
2. The extent to which the application describes how each category of costs are derived, i.e., detailed calculations that include estimation methods, quantities, unit costs, etc., that equate to the total costs proposed in a particular category (e.g., travel costs should be broken down into hotel costs, per diem rates, airfare, etc.).
3. The extent to which the applicant has appropriately allocated funds toward the purchase of necessary computer equipment in order to comply with the special requirements of statistical record keeping through RHYMIS (Runaway and Homeless Youth Management Information System) (See *Section VI.2. Administrative and National Policy Requirements*).
4. The extent to which the application describes fiscal controls (including accounting procedures and audit requirements) to ensure prudent use, proper disbursement, and accurate accounting of Federal funds received as well as accounting for non-Federal resources.

ORGANIZATIONAL PROFILES - 10 points

1. The extent to which the application describes the organization's past experience in working with runaway, homeless, and street youth populations. Experience does not have to pertain only to past FYSB funded program experience. Note: Past experience means that a major activity of the agency has been the provision of temporary shelter, counseling, and referral services to runaway or otherwise homeless youth and their families, either directly or through formal linkage agreements established with other community agencies.
2. The extent to which the application describes the role of other organizations or multiple sites of the agency that will be involved in direct services (through monetary or non-monetary arrangements) to RHY through this grant. The application should list all of these sites and include addresses, phone numbers and staff contact names if different from the address and contact on the SF-424. Letters of agreement and an organizational chart are required.
3. If the agency is a current recipient of funds from the Administration for Children and Families (ACF) for services to RHY for programs other than those applied for in this application, the application will be evaluated on the extent to which it shows how the services supported by these funds are, or will be, integrated with the existing services.
4. The extent to which the application provides *a plan for project continuance beyond grant support*, including a plan for securing resources and continuing project activities after Federal

assistance has ceased. A listing of the applicant's other funding sources must be included. The extent to which the application either describes how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended or describes specific plans for accomplishing program phase-out in the event the applicant cannot obtain new operating funds at the end of the 36-month project period. Availability of funds is not guaranteed.

5. The extent to which the application includes letters of support from community, public, and commercial leaders and organizations that support the proposed project for funding.

STAFF AND POSITION DATA - 10 points

1. The extent to which the application describes key staff (including key staff, consultants, and volunteers) skills, knowledge, and experience as it relates to working with RHY generally and BCP specifically.

2. The extent to which the application provides for key staff, biographical sketches or resumes, and position descriptions that are consistent with those described in the narrative budget justification. Resumes must indicate what positions staff will fill; and position descriptions must specifically describe each job as it relates to the proposed project.

3. The extent to which the application describes the cultural competencies of staff and how that competency relates to the youth being served.

4. The extent to which the application describes a plan for training project staff (including, if appropriate, the staff of cooperating organizations). Training should include at a minimum: organizational policies and procedures, job responsibilities, and subject matter knowledge of issues pertaining to RHY and at-risk youth, such as PYD.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Applications will be reviewed and scored competitively. This review will be conducted in Washington, DC, by a panel of experts in the field, generally persons from outside the Federal Government. The review panels will use the evaluation criteria listed in *Section V.1* of this announcement to review and score the applications. In addition, the panels will assign a score (maximum score 100) to each application. The panels will identify the application's strengths and weaknesses based on the application's responsiveness to the evaluation criteria. The results (scores) of this review will be a primary factor in making funding decisions. Each application in the funding range will be subject to an administrative review by the ACF Central and Regional Offices after the panel review process. ACF may consider a variety of factors in addition to the review criteria identified above, including geographic location, relative needs for services, types

of applicant organizations, and comments solicited from the ACF Regional Offices, in order to ensure that the interests of the Federal Government are met in making the final selections.

As required by the RHY Act, in making grant award decisions, priority for funding shall be given to private entities with past experience in providing services to runaway, homeless and street youth. Past experience means that a major activity of the agency has been the provision of temporary shelter, counseling, and referral services to runaway or otherwise homeless youth and their families, either directly or through linkages established with other community agencies.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Awards will be made by September 30, 2006. Unsuccessful applicants will be notified in writing after the final awards have been made.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding

of inherently religious activities, can be found at the HHS web site at <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Runaway and Homeless Youth Program Administration Requirements (45 CFR, Part 1351)

Applicants are advised that no grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug. Prospective grantees are advised that entities that receive Basic Center Program (BCP) grant funds and which operate a program of distributing sterile needles or syringes for hypodermic injections of illegal drugs must account for all funds used for such programs separately from any expenditure of BCP grant funds (42 U.S.C. 5752), See *Section IV.5 Funding Restrictions*.

Runaway and Homeless Youth Management Information System (RHYMIS)

RHYMIS - Grantees must agree to keep adequate statistical records profiling the youth and families served under the Federal grant and to gather and submit program and client data required by the Family and Youth Services Bureau (FYSB). This information is required by the RHY program legislation and defined in user-friendly RHYMIS or RHYMIS-LITE. Recipients of a grant administered through FYSB are required and expected to submit the data via RHYMIS or in an approved format which RHYMIS can receive. Grantees have the option of using RHYMIS for internal management improvement or for research and other program needs. ***A RHYMIS hotline/help desk is available at 888-749-6474, and/or at rhymis_help@csc.com.***

The Family and Youth Services Bureau will fund computer software for RHY program data collection through RHYMIS. An applicant lacking the computer equipment (hardware) for RHYMIS data collection must include an estimated cost for such equipment in their proposed budget. If the applicant already has such equipment, this fact must be noted. (See *Section V.1 Evaluation Criteria/Budget and Budget Justification*.) (*Note: Existing grantees generally report that their staff has been able to easily train themselves to operate RHYMIS due to its user-friendliness, prompts, help features, and FYSB's technical support service.*)

In accordance with the Paperwork Reduction Act of 1995 (P.L. 104-13) the data collection under RHYMIS is approved under OMB control number 0970-0123, which expires September 30, 2007.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Courtney A. Workman
Family and Youth Services Bureau
c/o ACYF Operations Center
118 Q Street, NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: fysb@dixongroup.com

Grants Management Office Contact:

ACYF Grants Officer
Family and Youth Services Bureau
c/o ACYF Operations Center
118 Q Street, NE
Washington, DC 20002-2132
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VIII. OTHER INFORMATION

Date: 1/24/2006

Joan E. Ohl
Commissioner
Administration on Children, Youth and Families